



Municipal Law Enforcement Officer Summer Student (4 positions)
Corporate Services

Position Summary

Under the direct supervision of the Supervisor, Licensing & Enforcement Compliance the Municipal Law Enforcement Officer Summer Student is responsible for enforcement and administration of all municipal and regulatory by-laws including but not limited to the Town's Community Standards and Road Fouling by-laws.

This position involves shift work and variable hours including evenings, weekends and holidays.

Major Job Responsibilities

Investigates and identifies by-law infractions

- Creates, opens and updates electronic investigation files

Prepares compliance documentation for violations including notices, orders and investigative reports

- Serves notices stating specific defects to property owners/occupants and advises of remedial measures required to comply with the Town legislation

Initiates legal proceedings

- Issues penalty notices under the Town's Administrative Penalty System
- Prepares hearing files, attend hearings and presents evidence regarding violations of municipal by-laws

Education and Experience

- Currently enrolled in Police Studies/ Foundations, Law & Security, Justice & Administration or related program
- General understanding of interpreting by-laws and provincial legislation pertaining to municipal law enforcement and licensing
- Experience in enforcement processes as it relates to municipal and provincial legislation is preferred.
- Valid G Driver's License with a driving record that demonstrates responsible and safe driving habits and less than 4 demerit points. A recent driver abstract within 30 days will be required for those selected for an interview.
- Knowledge of Provincial Offences Act, municipal by-laws, enforcement processes and court procedures
- Strong problem solving skills and proven ability to resolve disputes in a manner that supports a high level of customer service
- Proficient in Windows based software including Word, Outlook and Excel
- Satisfactory Criminal Record check

Hourly Rate: \$22.81 (Forty Hours a Week)

Interested applicants should apply online at www.milton.ca under the Employment Opportunities section. Please apply by 11:59 pm on March 19, 2025 as the job posting closes after this time.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.